

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AIR FORCE SPECIAL OPERATIONS
COMMAND INSTRUCTION 21-108**

10 DECEMBER 2009



Maintenance

COMBAT LOGISTICS OPERATIONS

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 623 AOC/CODL

Supersedes: AFSOCI 21-108, 1 Sep 1997

Certified by: 623 AOC/CC
(Col Ronald Wiegand)

Pages: 40

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It provides policy and procedures relative to the organization and functions of 623d Air and Space Operations Center (623 AOC) logistics support operations. It applies to Air Force Special Operations Command (AFSOC) active duty units and AFSOC-gained Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route Air Force (AF) Form 847s through local publications/forms managers.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFSOC guidance and policy has been updated.

Chapter 1—CONCEPT AND POLICY

- | | | |
|------|--|---|
| 1.1. | Combat Logistics Operations (CLO) Organizational Structure. | 4 |
| 1.2. | Primary Objective: | 4 |

1.3.	Personnel Policies.	5
1.4.	Management of Files.	5
Chapter 2	—COMBAT LOGISTICS OPERATION RESPONSIBILITIES	6
2.1.	General Responsibilities.	6
2.2.	Recovery Responsibilities.	6
2.3.	MRT Tasking Responsibilities.	8
Chapter 3	—UNIT RESPONSIBILITIES	10
3.1.	Maintenance Group Commander/Senior Maintenance Representative.	10
3.2.	MOC/Battle Staff.	10
3.3.	MRT Chief.	12
3.4.	Cannibalization Procedures.	14
Chapter 4	—CUSTOMER RESPONSIBILITIES	15
4.1.	Aircraft Commander (AC).	15
4.2.	Crew Chief/ Flying Crew Chief (FCC).	16
4.3.	Deployed AFSOC Maintenance Units.	16
Chapter 5	—MATERIAL MANAGEMENT PROCEDURES AND RESPONSIBILITIES	17
5.1.	Material Management Procedures and Responsibilities are as follows:	17
5.2.	LRS/CC will:	17
5.3.	Logistics actions, for transient aircraft	17
5.4.	Logistics actions for transient aircraft (or deployed and MRSP kits not transferred to a supporting LRS) at	17
5.5.	Logistics procedures for deployed aircraft with MRSP kits transferred to a supporting LRS (Attachment 8).	18
Chapter 6	—MAINTENANCE RECOVERY RESPONSIBILITIES	20
6.1.	Standard Recovery Procedures:	20
6.2.	Munitions Requirements.	21
6.3.	Transportation Procedures:	21
6.4.	CLO Support for Reserve and Guard Aircraft.	22
6.5.	Aircraft Maintenance Status Reporting.	22
6.6.	Prescribed and Adopted Forms.	22
Attachment 1	—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	24
Attachment 2	—MOC/BATTLE STAFF AIRCRAFT RECOVERY CHECKLIST	27

AFSOCI21-108 10 DECEMBER 2009	3
Attachment 3—MRT CHIEF RESPONSIBILITIES	32
Attachment 4—MRT CHIEF TASKING CHECKLIST	34
Attachment 5—MRT HELPFUL HINTS	36
Attachment 6—RECOVERY SUPPORT FLOW CHART*	38
Attachment 7—RECOVERY SUPPORT FLOW CHART*	39
Attachment 8—RECOVERY SUPPORT FLOW CHART*	40

Chapter 1

CONCEPT AND POLICY

1.1. Combat Logistics Operations (CLO) Organizational Structure. The CLO is 23 AF logistics component of the Command and Control (C2) system within the 623d Air Operations Center (AOC). The CLO is a functional branch of and directly supports the 623d Combat Operations Division (COD) and is located within the 623 AOC. It works in unison with the 23 AF and Headquarters (HQ) AFSOC Logistics Maintenance Divisions (A4M), 623 AOC and HQ AFSOC Logistics Readiness Divisions (A4R), 635th Supply Chain Management Group (SCMG), and Combat Operations Division (COD) to affect the most rapid recovery.

1.2. Primary Objective:

1.2.1. The CLO is a 24-hour operation whose objective is to provide command, control, and logistics support for AFSOC and AFSOC-gained mission aircraft that are away from home station, not mission capable (NMC) or partially mission capable (PMC), and requiring support beyond the capability of the base or facilities where the aircraft is located. CLO is primarily concerned with mission aircraft that cannot meet their scheduled departure time for the assigned mission due to logistical reasons. To accomplish this objective, the CLO is a functional part of the 623 AOC Command and Control (C2) System. CLO will aggressively support off-station NMC and PMC aircraft recoveries through tasking of various units for manpower, parts, equipment support, and timely transportation requirements. **Note:** CLO does not provide support for off-station contract aircraft. That responsibility resides with the owning unit.

1.2.2. The CLO is the focal point for aircraft logistics matters affecting current operations in the 623 AOC C2 system. The CLO can be reached via phone at (DSN) 579-8925, (commercial) 850-884-8925, 1-800-451-7705; e-mail (unclassified): AFSOF.AOC.CLO@hurlburt.af.mil, (classified): AFSOC.A4CLO@afsoc.af.smil.mil; FAX (DSN) 579-2122, (commercial) 850-884-2122.

1.2.3. The CLO's success in rapidly supporting NMC aircraft in peacetime and wartime depends upon accurate and timely communication from the field units. When recovering aircraft, the telephone (DSN and commercial) is the primary means of relaying information between the recovery site and the CLO. When normal telephone communication is not available, some of the following can be used to communicate maintenance and supply actions to the CLO: Satellite Communications (SATCOM), Email: (Non-secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR), and Global Decision Support System 2 (GDSS 2).

1.2.4. Unit response is paramount to successful aircraft recovery. When requested by the CLO to recover an aircraft, field units will provide any assistance necessary to expedite the recovery. The group commander/senior maintenance representative at each base/unit is responsible for recovery tasking accomplishment. The CLO in coordination with the owning unit MXG/CC through the maintenance Operations Center (MOC) is the only authority for dispatching Maintenance Readiness Team (MRTs) and recovery resources. If a disagreement exists, then it should be elevated to the 23 AF/CC.

1.2.4.1. When directed by CLO, all AFSOC home station, en route and deployed unit assets will be made available for lateral support of AFSOC deployed aircraft, regardless of ownership.

1.2.4.2. The CLO considers all geographically assigned assets in the decision process to achieve the most expeditious recovery. If it's determined to be the best course of action, the CLO will request other units to provide recovery resources in cases where they possess the most timely resources or unique capabilities.

1.2.4.3. The owning unit will provide all funding for recovery and support of its aircraft.

1.2.5. The CLO does not support not-mission aircraft in depot or modification facilities, off-equipment mission capable (MICAPs), Aerospace Ground Equipment (AGE) MICAPs, or provide replenishment for Mobility Readiness Spares Package (MRSP). CLO will provide spare engine MICAP support for aircraft deployed in support of major contingencies.

1.2.6. The CLO will utilize MRTs for Crash Damage or Disabled Aircraft Recovery (CDDAR) of AFSOC assets where en route capability is limited or does not exist. The CLO will coordinate with weapon system functional managers to determine MRT composition and equipment requirements.

1.2.6.1. Home stations must be prepared to rapidly deploy crash recovery equipment and personnel for their Mission Design Series (MDS) as deemed necessary by the CLO to recover AFSOC assets.

1.3. Personnel Policies.

1.3.1. The CLO is composed of maintenance (Air Force Specialty Code (AFSC) 2A5XX), Material Management (AFSC 2S0X1), and transportation (AFSC 2T2X1 and AFSC 2T0X1) personnel on an around-the-clock basis. Personnel assigned to the CLO, as a minimum, are fully qualified to the 7-skill level in their primary AFSC, possess excellent communication skills. Because this organization is not identified on the Air Force Global Wing Organizational Structures, the MAJCOM Functional Area Manager (FAMs), and the AOC Superintendent, must coordinate on any manpower restructuring.

1.4. Management of Files. The CLO maintains current regulations, memorandum of agreements and operating instructions needed to perform their duties.

1.4.1. The CLO will maintain an historical archive for 1 year of all aircraft support requests.

Chapter 2

COMBAT LOGISTICS OPERATION RESPONSIBILITIES

2.1. General Responsibilities. CLO is the single point of contact and directly responsible for timely aircraft recoveries and aggressive management of logistic support requirements for en route and deployed NMC or PMC aircraft. All CLO controllers have authority from 23 AF/CC, 623 AOC/CC and the AOC Senior Duty Officer (SDO) to request subordinate unit personnel, equipment, and resources for the expeditious recovery of NMC aircraft.

2.1.1. The CLO maintains current logistics and support history for off-station aircraft in the Global Decision Support System 2 (GDSS 2) for the following delay criteria:

- 2.1.1.1. Current aircraft overall estimated time in commission (ETIC) exceeding the mission time.
- 2.1.1.2. Aborted or diverted aircraft for maintenance.
- 2.1.1.3. Maintenance requirements exceeding local capabilities.
- 2.1.1.4. Supply requirements exceeding local capabilities.
- 2.1.1.5. Parts Cannibalization (CANN).

2.1.2. The CLO briefs the HQ AFSOC/A4, Director of Logistics, daily regarding the status of off-station aircraft recoveries, logistics impact of HOMELINE and BEELINE messages, logistics concerns reported on daily SITREPs/LOGREPs, and status of all AFSOC home station aircraft, when requested.

2.1.3. The CLO performs emergency notification, recall, and other C2 duties as directed by the AOC SDO.

2.1.4. The CLO supports the AFSOC Crisis Action Team (CAT) as the 24-hour logistics representative. When directed by the SDO, the 623 AOC Command Center controllers have the responsibility of contacting the "Regular CAT" including the HQ AFSOC/A4 (CAT L). CLO will not contact the HQ AFSOC/A4 (CAT L) without prior approval from the AOC/SDO.

2.1.5. The CLO deploys personnel to Moody AFB, GA or a designated alternate location for remote operations in preparation of anticipated hurricane evacuations. CLO operations will transfer, if necessary, to the deployed team for continued off-station aircraft support. **Note:** Due to limited manpower at deployed site, only NMC MICAP and equipment support will be provided.

2.2. Recovery Responsibilities. The CLO in coordination with the owning unit MXG/CC, the CLO has authority to request subordinate unit personnel, equipment, and resources for expeditious recovery of NMC or PMC aircraft. If a disagreement exists, then it should be elevated to the 23 AF/CC.

2.2.1. Research/Sourcing. CLO takes initial support requests from customers via telephone, fax, e-mail, and documents required data to start the recovery process.

- 2.2.1.1. Conduct area supply searches, to include local manufacture capability.

2.2.1.2. Verify part numbers, stock numbers, including interchangeable and "suitable substitutes," and technical order references. AFSOC has many MDS specific parts that are not always identified in T.O.'s, FEDLOG, or the Air Force Master Item Identification Database (D043). If inconsistencies arise during the verification process, the customer must resolve them to the fullest extent possible, to determine requirements.

2.2.1.3. Utilize 635 SCMG for sourcing via Enterprise Supply Solution (ESS) to determine availability and location of required part(s). Contact 635 SCMG to process the asset for shipment. **Note:** Before using AFRC or ANG resources, the CLO obtains approval from the supporting unit logistics representative.

2.2.1.4. If the request is for a non-supply item, CLO will coordinate sourcing actions with the appropriate base MOC or equivalent. When requesting assistance from Air Mobility Command (AMC), Air Combat Command (ACC), Pacific Air Forces (PACAF), or United States Air Forces Europe (USAFE) units, the CLO will coordinate with the respective MAJCOM Logistics Operations Control Center, Readiness Center, or equivalent to request such support. The CLO will normally task an AFSOC unit before requesting assistance from a non-AFSOC unit due to the unique weapon systems and funding issues to support mission requirements.

2.2.1.5. Ensure applicable items being shipped via Air Mobility Command (AMC) are shipped as prescribed in AMCI 23-102, *Expeditious Movement of AMC VVIP*, and marked "AMC MICAP Very Very Important Parts (VVIP)" or through World Wide Express (WWX) for items being shipped via commercial carriers. Use project codes as prescribed to ensure proper handling.

2.2.1.6. Coordinates with the appropriate Logistics Readiness Squadron (LRS) Distribution Section (LGRDD) and aerial ports to ensure proper handling of support items.

2.2.1.7. In the event assets are not available through supply channels, CLO will contact the customer to discuss option and feasibility of CANN action.

2.2.2. CANN action. The CLO has the coordination authority, per HQ AFSOC/A4, to request CANN actions of aircraft parts in support of deployed aircraft.

2.2.2.1. Upon determination of CANN requirement, the CLO will coordinate with the appropriate unit MOC (or Battle Staff, if activated) for the CANN actions. The CLO will normally request CANN action from the owning AFSOC unit, however, another AFSOC unit will be tasked if it can provide the most expedient support to recover the aircraft. The CLO will task the MOC/Battle Staff verbally and by FAX request for the CANN action. The MOC/Battle Staff will in turn task the appropriate Aircraft Maintenance Unit (AMU). **Note:** CANN of AFRC and ANG aircraft parts is restricted. The CLO will request CANN authority through the HQ AFRC Command Center or the ANG Readiness Center prior to such action. AFRC and ANG Aircraft Commanders may not authorize CANN actions.

2.2.2.2. When the CLO requests the CANN of an aircraft due-in-from-maintenance (DIFM) part, it is mandatory to process the part at the home station LRS Customer Service as a serviceable asset. This allows shipment of the part under the requisition

number from the deployed logistics function or 635 SCMG, which ever applies, and for the unit to obtain DIFM credit for the part.

2.2.2.3. When the CLO requests the CANN of an aircraft expendable (XB3) part, maintenance personnel will turn-in the part to the LRS Distribution Section (LGRDD) with DD Form 1149, *Requisition and Invoice/Shipping Document*.

2.2.2.4. After the part is turned in to the local LRS Customer Service section, or the LRS Distribution Section, the MOC/Battle Staff will immediately notify the CLO when and where the part was turned in. In order to achieve Total Asset Visibility (TAV), all parts requiring commercial or government transportation must transit through the base level distribution section.

2.2.3. Transportation. The CLO arranges the most expeditious transportation for parts, equipment, and personnel to the recovery site. **Note:** Commercial airlift of personnel is the responsibility of the tasked unit.

2.2.3.1. Commercial Air Transportation. WWX carriers will be utilized for premium transportation of MICAP parts and support equipment to support recovery of en route and deployed NMC aircraft.

2.2.3.1.1. The packaged cargo must meet the carrier's shipping requirements, i.e. size, weight, classification, etc. and have an acceptable delivery time to meet the recovery aircraft's mission requirements.

2.2.3.2. Military Air Transportation. AMC or AFSOC missions will be utilized when they are the fastest and most available means to ship parts, equipment, and personnel to recover en route and deployed NMC aircraft.

2.2.3.3. Commercial Ground Transportation. The CLO will coordinate with LRS Distribution Section (LGRDD) for all commercial ground transportation requirements.

2.2.3.4. Military Ground Transportation. When deemed necessary, the CLO will request unit vehicle operations to provide timely ground transportation to move parts, equipment, and personnel to support mission requirements.

2.2.4. Provide shipping information to the requestor, 635 SCMG and owning unit MOC.

2.2.5. Coordinate with appropriate 623 AOC or HQ AFSOC/A4 staff when technical expertise is beyond the capability of the CLO.

2.2.6. Advise subordinate units, via the unit's MOC/Battle Staff or command post, when aircraft diversion or maintenance requirements are being directed to their station.

2.3. MRT Tasking Responsibilities. The CLO assists/dispatches MRTs as follows:

2.3.1. Conduct area searches and generate a request to the nearest supporting unit that can provide the best and most expedient support. **Note:** Before using AFRC and ANG resources, obtain approval from the local logistics representative or applicable HQ AFRC/ANG Readiness Center/Operations Center.

2.3.2. Notify the tasked unit's MOC/Battle Staff of MRT support requirements. Follow-up with written, emailed or faxed copy of CLO's Support Information Checklist detailing all personnel, equipment, and parts requirements for the recovery.

2.3.3. Request a history or background information from owning unit to prevent unneeded troubleshooting or maintenance and determine full support capability at the aircraft location. Determine specialist(s) support and equipment/special tool requirements while working in conjunction with the tasked unit.

2.3.4. Determine/direct MRT transportation to the recovery site. Advise MRT of team travel priority, travel clearance requirements, and the need to have “Mission Route Support (MRS) Authorized” and/or “Mission Essential Ground Personnel (MEGP) Authorized”, as applicable, on member’s travel orders. This enables the MRT to obtain correct travel arrangements from passenger service sections. **Note:** Airlift for personnel via commercial airline is responsibility of the tasked unit.

2.3.5. Monitor and direct MRTs while deployed.

2.3.6. Coordinate and monitor return of recovery personnel, equipment, and reparable assets to place of origin; priority transportation is authorized for all resources in both directions. The use of the Commercial Travel Office (CTO) to procure commercial airline tickets is mandatory. **Note:** Return transportation via commercial airline is responsibility of the recovery personnel.

Chapter 3

UNIT RESPONSIBILITIES

3.1. Maintenance Group Commander/Senior Maintenance Representative. The AFSOC unit Maintenance Group (MXG/CC) or senior maintenance representative is responsible for deploying tasked MRTs and equipment to recover aircraft at remote locations, as directed by CLO. Unit resources, including personnel, supplies, and equipment, will be made available as tasked to support en route aircraft recoveries, regardless of aircraft ownership. The MXG/CC or senior maintenance representative shall consider providing local supplementary MRT guidance in a maintenance operating instruction (MOI). Supplementary guidance should build upon MRT responsibilities, requirements, and Team Chief qualifications covered in this chapter. The MXG/CC or senior maintenance representative will:

3.1.1. Ensure equipment resources, as authorized by applicable allowance standards and home station minimum requirements, are not exceeded.

3.1.2. Ensure individuals selected for MRTs are qualified to perform and complete all anticipated tasks, including In-Process Inspections and Red X sign-offs. Consider the experience level of the individuals selected when the need is identified to troubleshoot repeat/recurring discrepancies, especially those that caused in-flight emergencies or involve safety of flight.

3.1.2.1. Once identified, ensure the MRT Chief is aware of his/her responsibilities.

3.1.3. Prior to deployments or planned TDYs, coordinate establishment of a Material Management account at the deployed location with the unit resource advisor or, as a minimum, obtain an AF Form 616, *Fund Cite Authorization (FCA)*, from the unit resource advisor and ensure form accompanies the senior maintenance representative, material management representative, or Aircraft Commander to be used to establish a supply account at the deployed/transient location if possible.

3.1.4. In cases in which transient aircraft requiring support are at a location where no Transient Alert (TA) or Air Force supply activity exists or cannot be established, CLO sources the required part(s) from home-station, home-station maintenance will be required to order the requested part(s) and turn into LRS Distribution Section (LGRDD) with DD Form 1149, *Requisition and Invoice/Shipping Document* as directed by CLO. **Note:** Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts is prohibited.

3.1.4.1. If the part is not available at home-station or CLO determines procurement from another base will be quicker, home-station maintenance will be required to establish a due-out document number in Standard Base Supply System (SBSS) with text code "Z" and provide that number to CLO to use to procure and ship the part(s).

3.2. MOC/Battle Staff. The MOC/Battle Staff is the focal point for the CLO to affect recovery of AFSOC aircraft and will:

3.2.1. Notify CLO when AFSOC and AFSOC-gained mission and non-mission support aircraft meet any of the following criteria:

- 3.2.1.1. Aircraft departure exceeds scheduled time.
- 3.2.1.2. Current aircraft overall ETIC exceeds scheduled departure time.
- 3.2.1.3. Aircraft has aborted or diverted for maintenance.
- 3.2.1.4. Maintenance requirements exceed local capabilities.
- 3.2.1.5. Logistics requirements exceed local capabilities.
- 3.2.2. Coordinate support information to the appropriate AMU to procure support equipment and non-supply items as directed by the CLO.
 - 3.2.2.1. Notify CLO when requested items are turned into LRS Distribution Section (LGRDD) with DD Form 1149.
- 3.2.3. The MOC/Battle staff will coordinate support information to the appropriate AMU to order aircraft part(s) as directed by the CLO.
 - 3.2.3.1. If the requested part will be shipping from home-station, MOC will notify CLO when requested items are turned into LRS Distribution Section (LGRDD) with DD Form 1149, *Requisition and Invoice/Shipping Document*.
- 3.2.4. Coordinate support information to the appropriate AMU to form MRT.
 - 3.2.4.1. Notify CLO of the name, rank, SSN (when necessary), and AFSC of each MRT member. Also identify the Team Chief. When applicable, provide phone number of deployed cellular phone.
 - 3.2.4.2. Maintain MRT folders that will accompany the MRTs when deployed. As a minimum, the folder will contain:
 - 3.2.4.2.1. A copy of this instruction and its attachments.
 - 3.2.4.2.2. CLO phone numbers and e-mail addresses contained in paragraph 1.2.2.
 - 3.2.4.3. Brief the MRT/Team Chief using Attachments 2 and 3 to this instruction. Ensure that MRT meets all theater requirements for the recovery location, as applicable. If more in-depth information on recovery site is required concerning terrorist threat, medical, and mobility bag requirements, ensure local unit agencies, i.e., intelligence, OSI, Medical Group, and Individual Protective Equipment sections are contacted to provide briefings and equipment prior to MRT departure. Units supplementing this checklist to meet local needs or unique mission capabilities shall incorporate them into an MOI. **Note:** If additional information is required, CLO may either coordinate this information or authorize the MRT to contact the AC/flight engineer/crew chief/senior AFSOC representative for information.
 - 3.2.4.4. Advise local Command Post of requirement to move an MRT to the support location, as required. Ensure travel orders are properly prepared for the MRT. MRT orders will include MRS authority or MEGP authority as applicable. Priority transportation is authorized for all resources in both travel directions.
 - 3.2.4.5. Ensures required supplies are ordered or manufactured as necessary and prepared for shipment. Items available at the supporting unit location are ordered or obtained locally by the MRT and moved with the MRT. Items not available are referred

to CLO for CANN action determination or procurement and shipment from another station to the recovery site. Process parts through the host LRS (issue/shipment, replacement order, and turn-in) and move them with the MRT whenever possible. Repairable items shipped to the recovery site where an Air Force supply activity exists must be received and issued to maintenance to account for the charge for parts. The repairable item must be turned in at recovery site to clear DIFM details. If asset has repair capability back at home station, have the local logistics function force shipment back to home station. If no Air Force logistics system exists or parts were not issued at the recovery site, return the repairable parts to the issuing base to clear the DIFM records and to account for parts charges.

3.2.4.6. Verbally verify and document with team chief or member of supporting unit that all test and support equipment was inventoried, calibrated, and fully operational prior to dispatch, that all Material Management issues were visually checked to verify contents match attached documentation, and that all CLO directed system function/bench checks were accomplished on aircraft parts.

3.2.4.7. Ensure that all items are assigned a transportation control number (TCN) and marked as "AMC MICAP". Include applicable project codes. Small items may be hand-carried by MRT to prevent loss. Do not check hand-carried items as baggage unless absolutely necessary.

3.2.4.8. Notify CLO of all TCNs for all equipment/tools/parts processed for shipment.

3.2.4.9. Validate with CLO that all support equipment is processed for return with the MRT and keep MXG/CC informed of status of MRT and support equipment. Coordinate with LRS Equipment Accountability Office concerning deployment of accountable equipment, ensuring positive accountability of equipment items.

3.2.4.10. Advise the applicable base agencies of the requirement to move an MRT and to generate TDY orders for the MRT. MRT orders are the responsibility of the tasked unit. Ensure the following authorizations are included: Mission Route Support (MRS) and MEGP. MRS permits the removal of cargo to allow space for the MRT and their equipment (see AMCI 24-101, Volume 14, *Military Airlift-Passenger Service*). MEGP enables the MRT to bypass passenger terminal processing. Advance per diem, commercial travel authorization, and variations authorized will be included. Priority transportation is authorized for all resources in both travel directions.

3.2.4.11. Notify CLO when MRT personnel and all deployed equipment return to home station.

3.3. MRT Chief. The MRT Chief will:

3.3.1. Be responsible for expeditious aircraft recovery and control of all deployed parts, equipment, and personnel.

3.3.2. The MRT chief will ensure all test and support equipment is inventoried, calibrated, is fully operational, contains all necessary accessory items (i.e. test leads, adapters, etc.), and if applicable, is loaded with the correct software to support the MDS (block and serial number) to be repaired, prior to dispatch. The MRT chief will also ensure proper technical data is available or carried with the team to complete the task.

3.3.3. When transportation is provided by military aircraft, coordinate with port operations to ensure all required supplies and equipment are assembled, inventoried, properly manifested, and loaded on the support aircraft. The MRT chief physically validates the presence and condition of assets when possible.

3.3.4. When directed by CLO, coordinate traveling arrangements with the host LRS Distribution Section (LGRDD). Notify CLO of specific travel plans when confirmed. **Note:** Do not self-procure commercial transportation. Travelers that self-procure commercial transportation will not be reimbursed unless they can prove that self-procured transportation was the only way to meet mission requirements.

3.3.5. Notify the CLO upon arrival at the recovery site and inform the CLO of duty phone, duty location (to include shipping address), rest location, and rest phone.

3.3.6. Supervise all other MRT members during the TDY period. In cases where the MRT is dispatched to a location with AFSOC maintenance support, the MRT is responsible to the senior maintenance representative and reports directly to the CLO through the host MOC on all progress, status changes, and further support requirements. In cases where no AFSOC maintenance exists, the MRT reports directly to the CLO by the most expedient means.

3.3.7. Establish duty hours for the MRT as prescribed in AFI 21-101, section 1.17., and 14.18.7., *Aerospace Equipment Maintenance Management*. As the senior on-scene supervisor, the MRT Chief is responsible for assessing the conditions at the recovery site and establishing a safe duty schedule.

3.3.7.1. MRT will start work immediately upon arrival, dependent upon availability of the aircraft, field operating hours, and length of MRT duty day. **Note:** As a minimum, each MRT member is provided the opportunity for 8 hours of uninterrupted sleep, exclusive of transportation to and from the billeting location and time to eat.

3.3.7.2. Proper rest is essential to safe maintenance operations. The 16-hour maximum duty period may be exceeded *only* when individuals are en-route to recovery site. After 16-hour initial duty period, the MRT is only required to:

3.3.7.2.1. Contact the A/C, local MOC, MXG/CC/senior maintenance representative, and flight line production superintendent, and CLO as applicable.

3.3.7.2.2. Provide billeting location and phone number to CLO, local MOC, and A/C.

3.3.8. Report maintenance progress to the CLO as follows:

3.3.8.1. Make initial assessment of aircraft's condition and establish an ETIC.

3.3.8.2. Contact the CLO for any additional requirements (i.e., parts, equipment, and expertise) as they become known.

3.3.8.3. Provide aircraft status updates every 12 hours. If current ETIC expires, or status changes update the CLO as soon as possible. **Note:** The CLO may ask for more frequent updates when exceptional circumstances exist.

3.3.8.4. Start time of work, shift changes, all work stoppages (to include end of shift status), or job completion.

3.3.9. Ensure the local MOC coordinates with CLO prior to assigning the MRT work on aircraft not supported by the CLO. The CLO is the releasing agent for the MRT.

3.3.10. MRT Termination Procedures:

3.3.10.1. Prior to returning to home station, ensure all equipment, parts, and supplies are accounted for and the return transportation has been coordinated with aircraft mission commander or local LRS Distribution Section (LGRDD) and CLO.

3.3.10.2. When parts are sent with the MRT, return the reparable items to the MRT's home station for DIFM processing. If any items were ordered and issued at the recovery site, turn in those reparable items at the recovery site before return. If the MRT has questions about disposition of any items, CLO will advise them where to return reparable items.

3.3.10.3. Contact the CLO to advice of commercial travel arrangements or for help in arranging military air travel. **Note:** Commercial return transportation is responsibility of the recovery personnel.

3.3.10.4. Report to MOC upon arrival at home station.

3.3.10.5. If applicable, submit parts for material deficiency reporting (MDR) immediately upon return to home station.

3.4. Cannibalization Procedures. If parts cannot be provided by other sources, CLO will request CANN action. Cannibalization procedures are as follows (if a unit is tasked with a CANN action and the CANN action is not feasible, coordinate with CLO for resolution):

3.4.1. The MOC will record the following details provided by CLO upon receipt of a CANN action: Aircraft MDS and tail number, location, parts requirements, technical order, figure, and index, part number, national stock number, nomenclature.

3.4.2. The MOC will contact the applicable production superintendent and pass the CLO tasking to them to select donor aircraft or engine and initiate CANN action. The production superintendent will coordinate disposition of parts per CLO direction.

3.4.3. Notify CLO when coordination is complete and pass on all TCNs. Notify CLO when the tasked parts are ready for movement and at LRS Distribution Section (LGRDD). Immediately notify CLO in the event of difficulties with the tasking.

Chapter 4

CUSTOMER RESPONSIBILITIES

4.1. Aircraft Commander (AC). The AC will:

4.1.1. At locations where no AFSOC maintenance exists, the AC is responsible to ensure the CLO is contacted concerning mission essential discrepancies. If at an Air Force base and the aircraft are just transiting, the host transient alert orders all required parts through the LRS. If the host transient alert cannot support, establish an organizational code using AF Form 616, *Fund Cite Authorization*, and order through LRS. If parts are not available at the transient base, contact AFSOC CLO for lateral support of MICAP items.

4.1.2. At locations where no maintenance or logistics support is available, the AC or designated representative is responsible for reporting support requirements to the AFSOC CLO. The AC should ensure the crew chief, flight engineer, or crewmember most familiar with the discrepancy is available to brief the CLO.

4.1.3. The following information is essential when contacting the CLO:

4.1.3.1. MDS and aircraft tail number.

4.1.3.2. Current aircraft location.

4.1.3.3. Mission essential maintenance conditions including detailed discrepancy, system or subsystem affected, extent of damage, etc.

4.1.3.4. Work Unit Code (WUC).

4.1.3.5. When discrepancy was discovered including flight conditions, equipment in use, etc.

4.1.3.6. Known maintenance capability at recovery location. If any needed equipment or maintenance support is known to exist on station, determine owner and advise the CLO. When determined necessary by the CLO, the AC or designated representative ensures contractor or host services required to support recovery operations are provided using AF Form 15, *United States Air Force Invoice*, or AF Form 616, *Fund Cite Authorization*.

4.1.3.7. Parts requirements, if known, to include item, nomenclature, position, part number, stock number, and Technical Order number, figure, and index.

4.1.3.8. If applicable, duty and rest phone numbers for AC and crew chief.

4.1.4. The AC or designated representative notifies CLO when requested support (parts, equipment, etc.) has been received and returns any reparable parts to home station when the recovery site has no Air Force Material Management account or as instructed by the CLO.

4.1.5. The AC or senior maintenance representative ensures borrowed support equipment is returned to the base providing the equipment. If the support equipment must be shipped to the supporting base, the AC or senior maintenance representative ensures the item(s) is prepped and turned into LRS Distribution Section (LGRDD) or equivalent with proper shipping documentation.

4.1.6. A complete ship-to address will be required by CLO to ship any parts or equipment to the location.

4.1.7. Aircraft operating on classified missions should contact the CLO via secure communications if possible. If secure communications are not possible, contact the CLO, and provide as much of the information listed above as possible within the security constraints of the operation. **Note:** As a minimum, an unclassified delivery location and point of contact is required for support.

4.2. Crew Chief/ Flying Crew Chief (FCC).

4.2.1. When the crew chief/FCC is the senior maintenance representative, he/she is responsible for reporting aircraft status to the CLO as soon as possible after landing and providing updates to the CLO at least every 8 hours.

4.2.1.1. The crew chief/FCC will provide the CLO with a valid work and rest phone number and also provide an accurate address for shipment of parts, if necessary. From the time of initial notification, the crew chief/FCC will be in on-call status and will keep CLO advised of a current contact phone number.

4.2.2. If grounding maintenance discrepancies are open on the aircraft, the crew chief/FCC will provide any known parts, special tools, MRT, and/or equipment requirements to CLO.

4.2.3. Prior to MRT arrival, the crew chief/FCC or designated representative should coordinate with CLO and local maintenance organization for availability of necessary equipment and parts.

4.3. Deployed AFSOC Maintenance Units.

4.3.1. Upon arrival at the deployed location, the senior maintenance representative (maintenance officer, production superintendent, MOC, etc.) will contact the CLO and inform them of the duty phone number(s), status of all aircraft, expected duty hours/shifts, duty location (including shipping address,) rest phone number, and rest location.

4.3.2. The senior maintenance representative will ensure delayed or potentially delayed AFSOC aircraft are expeditiously reported to CLO.

4.3.3. Prior to departure from the deployed location, the senior maintenance representative will notify the CLO of the planned re-deployment.

4.3.4. If a deployed MOC is established, it is responsible for relaying all information to CLO from the senior maintenance representative.

4.3.5. The senior maintenance representative or MOC is responsible for relaying aircraft maintenance status to CLO per AFSOC Supplement 1 to AFI 21-101.

4.3.6. For deployments which aircraft MRSP kits are transferred to a supporting unit, maintenance personnel will order parts via the established logistics activity. If no logistics activity exists, contact CLO directly.

Chapter 5

MATERIAL MANAGEMENT PROCEDURES AND RESPONSIBILITIES

5.1. Material Management Procedures and Responsibilities are as follows:

5.2. LRS/CC will:

5.2.1. Ensure CLO directed requisitions and shipments for both CONUS and OCONUS bases receive required manual intervention, prompt response, and close oversight.

5.2.2. Perform stock checks to satisfy area searches when notified by CLO.

5.2.3. Ensure the Material Management technician/chief inspector verifies the documentation. Also ensure they check the contents of the container/box and verify that the stock number and part number match the documentation. If Material Management personnel are unable to determine asset identification, consult a qualified maintenance technician before shipping. For additional guidance, reference AFMAN 23-110, Vol. 1, Part 1, Chap 4, *USAF Supply Manual*; AFMAN 23-110, Vol. 2, Part 2, Chap 10, *USAF Supply Manual* and AMCI 23-102, Chap 7, *Expeditionary Movement of AMC VVIP*. Prepare assets for shipment following guidance provided by the 635 SCMG.

5.2.4. Coordinate with the host LRS Distribution Section (LGRDD) as required.

5.2.4.1. Mark all items shipped by commercial carriers with “First available delivery”, and identify them as “MICAP, or aircraft on ground (AOG).”

5.2.4.2. Mark parts shipments required to support any aircraft supported by the CLO with the appropriate project code and required delivery date “999.” **Note:** Use project code “196” as directed by CLO.

5.2.5. Process DIFM assets recovered from CLO coordinated recoveries. CLO will instruct the AC, FCC, or MRT chief on proper turn-in procedures of the part(s), as coordinated with Mobility Air Forces (MAF).

5.2.6. Ensure Material Management personnel notify CLO when MICAP parts are delivered to the appropriate transportation section. Include the date, time, and name of the transportation specialist who received the part(s).

5.3. Logistics actions, for transient aircraft (or deployed and MRSP kits not transferred to a supporting LRS) at location where local Air Force logistics activity exists ([Attachment 6](#)).

5.3.1. The recovery location LRS/CC (or equivalent) will provide support. The required parts should be ordered through the host LRS (usually by Transient Alert). If not available locally, the host LRS will contact CLO for support. The senior maintenance/material management representative with the aircraft or the AC should also contact CLO. The CLO will locate required parts and direct the parts shipment to the host LRS. Turn-in all reparable parts to the host LRS for processing.

5.3.2. Munitions Requirements: See paragraph 6.2.

5.4. Logistics actions for transient aircraft (or deployed and MRSP kits not transferred to a supporting LRS) at locations where no Air Force logistics activity exists ([Attachment 7](#)).

5.4.1. The senior material management representative with the aircraft or AC will contact CLO with the national stock number (NSN), part number, technical order data (illustrated parts breakdown figure and index), and maintenance discrepancy. CLO will source the required part(s).

5.4.2. If the aircraft's home station is the best source of supply, CLO will contact the home station MOC. The home station MOC will direct the appropriate AMU to establish maintenance -to-maintenance issue and pull part from LRS stock. The AMU will take possession of the part, prepare DD Form 1149 and take part to LRS Distribution Section (LGRDD) with DD Form 1149 for shipment. For DIFM parts, the AMU will contact LRS after shipping the part to ensure processing of DIFM status code "AXC" to prevent false accumulation of repair cycle days and to allow Material Management to properly track DIFM parts. The aircraft commander will ensure all reparable parts shipped to him/her are returned to the aircraft's home station for maintenance/LRS processing. **Note:** Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts is prohibited.

5.4.3. If the best source of supply is another Air Force base, CLO will contact the home station MOC. The home station MOC will direct the appropriate AMU to establish a memo (TEX Z) MICAP due-out for the applicable NSN. Use TEX Z to prevent on-hand assets from releasing to the due-out (exception: do not use TEX Z in cases of cannibalization from another home station aircraft). CLO will contact the 635 SCMG to obtain a requisition number for lateral shipment from the desired base. The LRS ships the required part directly to the aircraft location with a supplementary address marked for the aircraft commander. The aircraft commander ensures repairable items are returned to the aircraft's home station for material management processing. Receipts and Due-out-release (DORs) will be processed at home station, immediately upon confirmation of parts arrival at aircraft location.

5.5. Logistics procedures for deployed aircraft with MRSP kits transferred to a supporting LRS (Attachment 8).

5.5.1. If the logistics activity has connectivity to SBSS, the logistics function will:

5.5.1.1. Establish memo due out in SBSS.

5.5.1.2. Source MRSP kits within local Area of Responsibility (AOR) by running an open inquiry. If found, contact owning unit for lateral support and process special requisition (SPR).

5.5.1.3. If not found, update ES-S bullet with statement "MICAP VERIFICATION COMPLETE...CLO MICAP PLEASE WORK" or similar and contact the supporting 635 SCMG. The 635 SCMG will process the requisition and forward the MICAP request to CLO for action. It is essential for the deployed Material Management function to ensure information requested in paragraphs 4.1.3.1. through 4.1.3.5. of this publication is relayed to CLO as soon as it is known so that CLO can begin sourcing immediately.

5.5.1.4. CLO will source and direct shipment. CLO will provide continuous current updates to the 635 SCMG so that ES-S bullets can be updated.

5.5.1.5. Notify CLO immediately upon receipt. Clear MICAP requirement from ES-S.

5.5.2. If the Material Management function does not have connectivity to SBSS, the Material Management function will:

5.5.2.1. Contact the supporting MAF. MAF will enter the requisition into SBSS and forward the MICAP request to CLO for action.

5.5.2.2. Contact CLO and provide information requested in paragraphs 4.1.3.1. through 4.1.3.5. of this publication so that CLO can begin sourcing the MICAP.

5.5.2.3. Notify CLO and the 635 SCMG immediately upon receipt. The 635 SCMG will clear MICAP requirement from ES-S.

Chapter 6

MAINTENANCE RECOVERY RESPONSIBILITIES

6.1. Standard Recovery Procedures:

6.1.1. There are many variations as to how aircraft recovery should flow. The following are basic guidelines to cover a routine support request. Deployed/transient units will exhaust local/host base capabilities prior to contacting the CLO. Attachments 6-8 are flow charts outlining routine support requests.

6.1.2. Prior to all deployments/temporary duty stations (TDYs), units should get with their resource advisor and establish a Material Management account at the deployed location to be used to order aircraft parts, if possible. As a minimum, the senior maintenance representative traveling with the aircraft or Aircraft Commander should obtain an AF Form 616, *Fund Cite Authorization*, from the unit resource advisor to be used to establish a material management account at the transient location if necessary.

6.1.3. Requests for support fall into two fundamental categories: (1) The aircraft is at an Air Force Base (AFB) using that base material management system, (2) The aircraft is not at an AFB or is not using an Air Force Material Management system, whether at an AFB or not.

6.1.3.1. The simplest type of support occurs when the aircraft is at an AFB and is in transient status. Transient usually means the aircraft is just passing through or diverted in to that particular base. This usually allows the use of the local base Transient Alert (TA) for ordering the required parts. Per T.O. 00-20-1, chapter 8, paragraph 8.3.1.1., TA can order required part(s) if the exchange price for the reparable is \$20,000 or less. If the item is available through the transient base's LRS, it will issue to the transient maintenance or aircrew. If the part is DIFM controlled, the reparable will be turned back in to the local LRS under the issuing document number and will not have to be hand carried back to the aircraft's home unit for turn in. If not available, it must be backordered through the local LRS or MICAP section. CLO will then assume lateral support duties from the LRS or 635 SCMG and source and ship the part. If TA cannot support, establish an organization code and order part through the normal SBSS channels IAW AFMAN 23-110, Vol. II, Part 2, Chapter 11, Attachment 11C-12.

6.1.3.1.1. An aircraft that is at an AFB and performing missions (exercise, contingency, or training) from that base is not usually considered transient, but rather "deployed," and most TA's cannot support these aircraft. The best way for CLO to support this scenario is for the deployed unit to establish an aircraft organization code (using AF Form 616, *Fund Cite Authorization* obtained from the unit resource advisor prior to departing home station) with the local LRS. The type support would then be identical to the one above and DIFM parts ordered and received using this account could be turned in to the local LRS. During some deployments (normally longer than 30 days) aircraft MRSP and logistics responsibility may be transferred to the local LRS or 635 SCMG in which case the LRS or 635 SCMG would be considered the local logistics function.

6.1.3.2. If the aircraft is deployed and MRSP kits are not transferred to an LRS, or if TA does not exist or cannot support, or if not capable of setting up an organization code, then

the aircraft and support will be IAW AFMAN 23-110, Vol. II, Pt 2, Chapter 11, Attachment 11C-12. In this case, the AC or senior maintenance representative must contact the CLO with all pertinent information and the CLO will source the required parts. CLO will determine the best source of support based on asset availability and available transportation.

6.1.3.2.1. If CLO opts to pull the part from the aircraft's home-station, CLO, through home-station MOC/BattleStaff, ensures the home-station maintenance unit orders the part. Home-station maintenance representative will ensure the part is taken to LRS Distribution Section (LGRDD) with DD Form 1149 for shipment. CLO will coordinate shipment to the deployed/transient location. The deployed/transient maintenance representative will notify CLO when the item is received. Deployed/transient personnel must ensure the reparable is returned to home-station to clear DIFM accountability. **Note:** Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts is prohibited.

6.1.3.2.2. If CLO opts to pull the part from another location other than the aircraft's home station, CLO, through home-station MOC/BattleStaff, ensures home-station maintenance establishes a due-out document number through ES-S /SBSS. CLO will obtain a TCN from the 635 SCMG and will coordinate shipment to the deployed/transient location. The deployed/transient maintenance representative will notify CLO when the item is received and CLO will notify the home-station LRS to process receipt of the item. Deployed/ transient personnel must ensure the reparable is returned to home-station to clear DIFM accountability.

6.1.4. If an MRT is to deploy to recover a NMC aircraft, the MRT orders all required parts while at the home unit and accompanies the items to the recovery site. Since the MRT Chief is responsible for all DIFM parts, hand-carrying is an acceptable mode of transportation, though tracking control is jeopardized.

6.1.4.1. Parts required by the MRT after arrivals are ordered through local LRS, if it exists, at the recovery location through TA or using a separate aircraft organization code for that aircraft. Any parts required for recovery, but not available at the supporting unit's location are referred to the CLO after back-ordering through the local LRS. The 635 SCMG sources the required parts and ships them to the recovery location.

6.1.4.2. If the aircraft is not able to use the local TA or no Air Force material management account exists at the recovery location for the aircraft, the MRT contacts the CLO to request the required parts. CLO will source and ship requested parts as in paragraph 5.1.3.2. The MRT will ensure all reparable parts and equipment sent to support them are returned to the supporting base. The MRT Chief will contact the CLO with disposition instructions for the reparable parts and equipment.

6.2. Munitions Requirements. When munitions items (e.g. squibs) are required to support aircraft recovery, order them through the appropriate host munitions activity. The munitions activity will prepare all munitions for shipment under an "FV" prefix TCN. Under no circumstances should local maintenance requisition the items and arrange for shipment on their own. If a host munitions activity is not available, contact CLO for assistance.

6.3. Transportation Procedures:

6.3.1. Transportation of parts/equipment/MRTs is different in every situation dependent upon location of recovery aircraft; size, weight, dimensions, and location of parts required; mission requirements; transportation availability; and costs.

6.3.1.1. The CLO can coordinate special requirements for asset delivery, such as diverting an aircraft, delaying scheduled departure, tasking AFSOC units to provide additional missions to support recoveries, tasking local LRS vehicle dispatch, working with LRS Distribution Section (LGRDD) for WWX carriers, and commercial trucking.

6.3.2. Consider commercial transportation when military airlift is not available or is untimely. Coordinate through the host LRS Distribution Section (LGRDD) to arrange for commercial transportation based on the size, weight, dimensions, and destination of the parts and equipment.

6.4. CLO Support for Reserve and Guard Aircraft. All AFSOC and AFSOC-gained Reserve and Guard aircraft receive full AFSOC/CLO support. The AC or senior maintenance representative is responsible for ensuring CLO is notified of aircraft status while away from home station.

6.4.1. CANN from AFRC aircraft is restricted. In unusual cases where CANN is deemed operationally or logistically appropriate, CLO will coordinate requests with the HQ AFRC Command Center or ANG Readiness Center, as appropriate, for final approval/disapproval.

6.4.2. Aircraft commanders cannot authorize CANN.

6.5. Aircraft Maintenance Status Reporting. The CLO is responsible for obtaining daily aircraft maintenance status of AFSOC's fleet from each home and deployed unit MOC/BattleStaff. Off-station aircraft status is briefed daily to the 23 AF Commander and AFSOC Director of Logistics and to other Command Staff as requested. A daily aircraft status report is provided to SOCOM.

6.5.1. Unit MOC/BattleStaff will notify CLO immediately of known status changes of off-station aircraft.

6.5.2. CLO will immediately notify the appropriate unit MOC/BattleStaff of known status changes of its off-station aircraft.

6.5.3. If a deployed MOC is established, it will be responsible for relaying aircraft status to CLO every 8 hours or as requested by CLO.

6.5.4. When AFSOC or AFSOC-gained aircraft are deployed in support of contingency operations each deployed location's established MOC will provide daily aircraft status to CLO unless a joint or centralized MOC is established, in which case the joint or centralized MOC will provide daily aircraft status to CLO. CLO must be able to provide the most current aircraft maintenance status to the 23 AF Commander and 623 AOC as requested so timely receipt of status from the field is imperative.

6.5.4.1. The deployed MOC will keep CLO informed of known status changes of AFSOC or AFSOC-gained aircraft.

6.5.4.2. If a MOC is not established, the deployed senior maintenance representative is responsible for relaying aircraft status to CLO every 8 hours or as requested by CLO.

6.6. Prescribed and Adopted Forms.

6.6.1. Prescribed Forms. None.

6.6.2. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 616, *Fund Cite Authorization*

DD Form 1149, *Requisition and Invoice/Shipping Document*

AF Form 15, *United States Air Force Invoice*

RICHARD WIEGAND, Colonel, USAF
623 AOC/CC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 03
AFI 21-101, *Aerospace Equipment Maintenance Management*, 29 Jun 2006
AFI 21-101 AFSOC Sup 1, *Aerospace Equipment Maintenance Management*, 15 Feb 2005
AFMAN 23-110, Volume 1 & 2, *USAF Supply Manual*, 1 Apr 2009
AFMAN 33-363, *Management of Records*, 1 Mar 2008
AMCI 23-102, *Expeditious Movement of AMC VVIP*, 24 Mar 1997
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Foreign Clearance Guide

Abbreviations and Acronyms

AC—Aircraft Commander
ACC—Air Combat Command
AF—Air Force
AFB—Air Force Base
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AFSOF—Air Force Special Operations Forces
AGE—Aerospace Ground Equipment
AMC—Air Mobility Command
AMU—Aircraft Maintenance Unit
ANG—Air National Guard
AOC—Air Operations Center
AOG—Air-on-ground
AOR—Area of Responsibility
CAT—Crisis Action Team
CAT—L—Crisis Action Team Logistics

C2—Command and Control
CANN—Cannibalization
CC—Commander
CDDAR—Crash Damage or Disabled Aircraft Recovery
CLO—Combat Logistics Operations
COD—Combat Operations Division
CTO—Commercial Travel Office
DIFM—Due-In-From Maintenance
DOR—Due-Out Release
DTS—Defense Travel System
ETD—Estimated Time of Departure
ES—S—Enterprise Supply-Solution
ETIC—Estimated Time in Commission
FCC—Flying Crew Chief
FAM—Functional Area Manager
GDSS—Global Decision Support System
GTR—Government Travel Request
HQ—Headquarters
LG—Logistics Group
LGRDD—LRS Distribution Section
LGX—Logistics Plans, Programs, and Integration Division
LRS—Logistics Readiness Squadron
MAF—Mobility Air Forces
MASS—MICAP Asset Sourcing System
MOC—Maintenance Operations Center
MDR—Material Deficiency Report
MDS—Mission Design Series
MEGP—Mission Essential Ground Personnel
MICAP—Mission Capable
MOI—Maintenance Operating Instruction
MRS—Mission Route Support
MRSP—Mobility Readiness Spares Package

MRT—Maintenance Recovery Team
NIPR—Non-secure Internet Protocol Router
NMC—Not Mission Capable
NMCS—Not Mission Capable Supply
NSN—National Stock Number
OPR—Office of Primary Responsibility
OSI—Office of Special Investigations
RDS—Records Disposition Schedule
PMC—Partially Mission Capable
PACAF—Pacific Air Forces
SATCOM—Satellite Communications
SBSS—Standard Base Supply System
SCMG—Supply Chain Management Group
SDO—Senior Duty Officer
SIPR—Secure Internet Protocol Router
SPR—Special Requisition
TA—Transient Alert
TAV—Total Asset Visibility
TDY—Temporary Duty
TCN—Transportation Control Number
USAFE—United States Air Forces Europe
VVIP—Very Very Important Parts
WUC—Work Unit Code
WWX—Worldwide Express

Attachment 2

MOC/BATTLE STAFF AIRCRAFT RECOVERY CHECKLIST

Note: Upon receiving a tasking from the CLO, follow the procedures in the applicable section to assemble the best possible support package.

A2.1. MRT Tasking. The MOC/Battle Staff will:

A2.1.1. Record the following details provided by CLO:

A2.1.1.1. Aircraft MDS and tail number.

A2.1.1.2. Location.

A2.1.1.3. Point of contact and phone number.

A2.1.1.4. All discrepancies requiring support.

A2.1.1.5. Type of and desired skill level of needed technician.

A2.1.1.6. Parts requirements.

A2.1.1.7. Equipment requirements (including tools, testers, etc.)

A2.1.1.8. Mode of transportation and projected date/time of departure. CLO will evaluate capabilities and determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see A2.4.

A2.1.1.9. Passport/Visa/Immunization requirements for personnel.

A2.1.2. Contact the applicable maintenance supervisor to review requirements and task the responsible units to assemble an MRT.

A2.1.3. Brief MRT personnel concerning the following duties and responsibilities to include the passport/visa/immunization/terrorist/criminal/intelligence threat requirements at recovery site. If necessary, contact local agencies, i.e., intelligence, medical group, and OSI, to gather required briefing information. Ensure the MRT team chief understands his/her responsibilities and has a copy of AFSOCI 21-108, Attachment 3, *MRT Chief Responsibilities*, as well as AFSOCI 21-108, Attachment 4, *MRT Chief Tasking Checklist*. Emphasize the following:

A2.1.3.1. The MRT Chief is required to call the CLO upon arrival to coordinate work hours and provide a phone number and e-mail address where they can be contacted.

A2.1.3.2. The MRT Chief is responsible for all equipment and parts. Return of all items must be coordinated with CLO. The MRT will:

A2.1.3.2.1. MRT chief and squadron senior maintenance representative verifies necessary parts are available. Open each container to ensure the right part is in the box prior to departure.

A2.1.3.2.2. Check special tools, support and test equipment for serviceability and calibration prior to departure.

A2.1.4. Generate TDY orders for MRT. Consider the following authorizations and provide as required:

A2.1.4.1. Mission Route Support (MRS) or Mission Essential Ground Personnel (MEGP).

A2.1.4.1.1. MRS permits the bumping of cargo to allow space for the MRT and their equipment.

A2.1.4.1.2. MEGP allows MRT to bypass passenger terminals processing. Aircraft commanders are the approval authority.

A2.1.4.2. Advance per diem.

A2.1.4.3. Commercial travel.

A2.1.4.4. Rental car.

A2.1.4.5. Variations.

A2.1.5. Direct the squadron senior maintenance representative to order the required parts and select the required equipment items. If requirements are not known, make contact with the POC to determine what items are required. All parts will be issued to the MRT Chief to hand-carry to the deployment site.

A2.1.5.1. Items too large or heavy to be carried will be coordinated with CLO and processed by squadron senior maintenance representative and given to the LRS Distribution Section (LGRDD) for shipment. **Note:** The Packing and Crating section at each station maintains a block of TCNs and assigns them as required for property being shipped. **Note:** LRS Distribution Section (LGRDD) will not issue TCN numbers for MILSTRIP assets. For shipment by AMC airlift, equipment items and parts are coordinated with Packing and Crating section. In this case, the parts are considered "maintenance property" and not "supply parts". Equipment and parts being shipped commercially are coordinated with LRS Distribution Section (LGRDD). The squadron senior maintenance representative will:

A2.1.5.1.1. Prepare shipping documents, DD Form 1149 using the SAF/ILGD directed system at <https://Isotools.wpafb.mil/dd1149>. Include POC and phone number plus an in the clear address to include building number, street address and US or host nation zip code.

A2.1.5.1.2. Deliver resources to Packing and Crating section.

A2.1.5.1.3. Inform of shipping requirements, destination, and mode of transportation.

A2.1.5.1.4. Record the TCNs.

A2.1.5.2. If parts are unavailable, coordinate with CLO for resolution, i.e. lateral support or CANN action.

A2.1.6. Notify the CLO when coordination is complete, or immediately in the event of difficulty. Provide the following:

A2.1.6.1. MRT names, rank, SSN, name of team chief, Air Force specialty and skill level of MRT personnel, and whether MEGP authorization is being utilized.

A2.1.6.2. TCNs for parts and equipment processed for shipment.

A2.2. Equipment Items (MRT not required). The MOC/Battle Staff will:

A2.2.1. Record all details provided by CLO to include:

A2.2.1.1. Aircraft MDS and tail number.

A2.2.1.2. Location.

A2.2.1.3. Equipment requirements.

A2.2.1.4. Mode of transportation and projected departure date/time. CLO will coordinate with LRS Distribution Section (LGRDD) to evaluate capabilities and determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see A2.4.

A2.2.2. Direct the squadron senior maintenance representative to select the equipment items, prepare them for shipment, and coordinate with Packing and Crating section of LRS Distribution Section (LGRDD). The squadron senior maintenance representative will:

A2.2.2.1. Prepare shipping documents, DD Form 1149. Include POC and phone number plus an in the clear address to include building number, street address and US or host nation zip code.

A2.2.2.2. Deliver equipment to Packing and Crating section.

A2.2.2.3. Brief on shipping requirements, destination, and mode of transportation.

A2.2.2.4. Record the TCNs.

A2.2.3. Notify CLO when coordination is complete, or immediately in the event of difficulties. Provide TCNs.

A2.3. Part(s) (MRT not required). When local LRS does not have the required parts in stock to support a non-mission capable aircraft, all possible maintenance sources must be evaluated. The MOC/Battle Staff will:

A2.3.1. Record all details provided by the CLO to include:

A2.3.1.1. Aircraft MDS and tail number.

A2.3.1.2. Location.

A2.3.1.3. Parts requirements.

A2.3.1.3.1. Tech order, figure, and index.

A2.3.1.3.2. Part number.

A2.3.1.3.3. National stock number.

A2.3.1.3.4. Nomenclature.

A2.3.1.3.5. TCNs.

A2.3.1.4. Mode of transportation and date/time of projected departure. The CLO will coordinate with LRS Distribution Section (LGRDD) to evaluate capabilities and

determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see A2.4.

A2.3.2. Search all possible maintenance sources for required parts.

A2.3.2.1. In-shop supply points.

A2.3.2.2. CANN action. If parts cannot be provided by other sources, coordinate with CLO for resolution, i.e. lateral support or CANN action.

A2.3.3. Coordinate ordering of parts with the appropriate home-station maintenance unit as requested by CLO when the aircraft is transient/deployed to a location that does not have a transient alert or Air Force stock record account established. In this case, the aircraft's home-station maintenance unit must either order the part or establish a MICAP due-out document number (see flow chart in Attachment 7).

A2.3.4. Coordinate the turn-in of parts to LRS Distribution Section (LGRDD) for shipment to recovery site, as applicable. If the CLO sources or directs a CANN from the aircraft's home station and the recovery site is not supported by an Air Force Material Management account, the home station senior maintenance representative will prepare DD Form 1149 and take part to LRS Distribution Section (LGRDD) to ship the part directly to the AC. **Note:** Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts is prohibited

A2.3.5. Notify CLO when coordination is complete, or immediately in the event of difficulties. CLO will coordinate with LRS to ship by the most direct means.

A2.4. Commercial Transportation. Commercial transportation of a MRT and equipment is, in many cases, the most expeditious method. CLO will advise when this is necessary. The MOC/Battle Staff will:

A2.4.1. Coordinate with CLO and local LRS Distribution Section (LGRDD) to determine the best mode of transportation and scheduled itinerary. Consider the following:

A2.4.1.1. Airline.

A2.4.1.2. Surface (bus, rail, limousine, truck).

A2.4.1.3. Air Express Small Package Service.

A2.4.2. Coordinate transportation requirements with LRS Distribution Section (LGRDD). Review the following:

A2.4.2.1. Destination, support of AMC aircraft, and priority.

A2.4.2.2. Selected mode of transportation and itinerary.

A2.4.2.3. Names of MRT personnel and nomenclature of equipment items and parts.

A2.4.2.4. Authorization for excess baggage allowance if necessary.

A2.4.2.5. Record TCNs, government bills of lading, and any applicable billing or shipment numbers.

A2.4.2.6. Shipment of large or heavy items by commercial airline mandates prior coordination with airline personnel by LRS Passenger Movement Element Passenger Movement Element (LGRDAP) and the CTO. Parts/equipment must be hand-carried or

checked as baggage to maintain control. If an item is not accepted as carry-on luggage it must go as checked baggage. Advance coordination with the airline is the key to a successful movement without unnecessary delays.

A2.4.3. Maintain contact with the MRT or the unit responsible for the parts/equipment shipment to ensure that all resources arrive in time to make the scheduled departure.

A2.4.4. Notify CLO when coordination is complete. Notify the CLO immediately in the event of difficulties.

Attachment 3

MRT CHIEF RESPONSIBILITIES

A3.1. Prior to Departure: The MRT chief will:

A3.1.1. Receive complete briefing from production support using the MRT chief checklist.

A3.1.2. Read and understand all MRT chief responsibilities.

A3.1.3. Ensure all personnel on the MRT are prepared and aware of their part in recovery actions.

A3.1.4. Ensure all equipment/parts/tool kits are properly prepared for shipment.

A3.1.4.1. Verify necessary parts are available. Open containers to ensure the right part(s) are in the box.

A3.1.4.2. Check special tools, support and test equipment for serviceability.

A3.2. Upon Arrival: The MRT chief will:

A3.2.1. Call the CLO, DSN 579-8925; toll free, (800) 451-7705, or commercial collect, if necessary, at (850) 884-8925.

A3.2.2. Report to the mission commander and MOC.

A3.2.3. If possible, debrief crew.

A3.2.4. Make initial determination of discrepancy.

A3.2.5. Compute MRT duty day:

A3.2.5.1. Emphasize safety.

A3.2.5.2. Your initial duty day begins at the time you reported to work prior to MRT tasking. The total duty day (home station duty, travel, and recovery site duty) will not exceed 16 hours for any team member. **Note:** Exception, requirements listed in section 3.3. of this instruction).

A3.2.5.3. MRT work starts immediately upon arrival unless duty day has expired en route.

A3.2.5.4. Normal work/rest period at recovery site is 12 hours of work, followed by 12 hours of rest. The 12-hour work period may be extended with concurrence of the CLO and/or the group commander at the deployment site. Do not overwork your team and compromise safety. You are responsible for their care.

A3.2.5.5. If any questions arise consult the AC, group commander, senior maintenance representative, or contact CLO .

A3.2.6. Report to CLO via the MOC or directly with the following information.

A3.2.6.1. Specific discrepancies.

A3.2.6.2. Estimated time in-commission (ETIC).

A3.2.6.3. Billeting room/phone (if applicable).

A3.2.6.4. Expiration time of MRT duty day.

A3.3. During recovery, report to the CLO according to the following schedule:

A3.3.1. Upon initial assessment of actual discrepancy.

A3.3.2. After every 6 hours of work or if ETIC changes.

A3.3.3. If maintenance/supply status changes.

A3.3.4. As additional requirements become known (parts, equipment, expertise, etc.).

A3.3.5. At the end of shift or upon job completion.

A3.4. Upon completion of recovery. The MRT chief will:

A3.4.1. Assemble all parts/equipment/tools and prepare them for return shipment. Repairable assets brought with you or shipped to you from your home unit must be returned to your unit. Repairable assets shipped directly to the AC must be returned to aircraft home station. Repairable assets issued at the recovery location will require turn-in at the recovery location. If in doubt about disposition, contact the CLO.

A3.4.2. Coordinate return transportation with the CLO.

A3.5. Upon return to home station. The MRT chief will notify MOC of return. The MOC will contact the CLO to confirm your return.

Attachment 4**MRT CHIEF TASKING CHECKLIST**

1. Team Chief:
Name _____ Rank _____ AFSC _____
2. Other Personnel:
Name _____ Rank _____ AFSC _____
3. Recovery Location: _____
4. Aircraft Type: _____
5. Tail Number: _____
6. Mission Number: _____
7. Mission Commander: _____
Room/Phone: _____
8. Senior Rep/Maintenance Supervisor: _____
Room/Phone: _____
9. Communications at Recovery Site: _____
10. Specific Discrepancies: _____

11. Equipment Required: Item: TCN: _____
12. Part(s) Required: NSN: TCN: _____
Nomenclature: _____
Have required parts been bench checked before packing? Y / N / NA
13. Tool Kits Required: _____ Kit Number: _____ TCN: _____
14. Support Aircraft Tail No: _____

15. Mission Number: _____
16. Show Time: _____
17. Orders Prepared? Y / N.
18. ETD: _____
19. Passport/Visa required? Y / N.
20. Required Clothing/Money/Shot Records/etc.
21. Military Travel Request (MTR) Prepared? Y / N.

Attachment 5

MRT HELPFUL HINTS

A5.1. Travel Arrangements. Your MOC has responsibility to coordinate your team travel to the recovery site. Your orders should contain fund cites to allow for travel on military aircraft as MEGP, as Mission Route Support, or on civilian aircraft if necessary. To accommodate travel on civilian aircraft you should submit a travel request in the Defense Travel System (DTS). If you require assistance contact your resource advisor. MRS authority distinguishes you as essential for airlift mission support. If you have trouble at military terminals securing space on the aircraft for your team or equipment, contact the terminal supervisor and advise them that you need to invoke MRS authority. Contact the CLO and advise them of your problem. MRS or MEGP authority does not apply to civilian aircraft.

A5.2. Getting Parts. Most of the parts required for recovery should have been sent with you. If you require additional supplies after arrival contact one of the following, in the order listed:

A5.2.1. MOC at the recovery site.

A5.2.2. Transient Alert at the recovery site.

A5.2.3. CLO. Any parts supplied by the MOC or Transient Alert should have DIFM accountability at that base, so turn in reparable there. All parts brought with you and parts shipped to you by the CLO have DIFM accountability back at your home station so return them with your team. If DIFM accountability is not as explained above, the CLO should advise you of proper disposition instructions.

A5.3. Use of Equipment. Hopefully you will have all needed equipment with you. If use of equipment at the recovery location has been pre-coordinated, you will have been briefed as such by your MOC. If after arrival you decide that you require the use of additional equipment, check with local maintenance facilities for availability. If the equipment is available from a US Department of Defense agency and they will allow its use, simply advise the CLO of its use on your next call. If the equipment is available from any other source (e.g., civilian contractor, allied military unit, etc.), contact the CLO. To alleviate any billing conflicts, CLO will ensure that usage is approved. The AC is authorized to contract for needed equipment using AF Form 15. Any equipment that is not available will be provided to you by the CLO.

A5.4. Communication. Upon arrival at the recovery location, call the CLO at DSN 579-8925, toll free, (800) 451-7705, or commercial collect, if necessary, at (850) 884-8925 and notify the local MOC. You are required to maintain contact with the CLO at all times during your travel. All contacts with the CLO are mission essential and you are authorized to use IMMEDIATE precedence. Advise the operator of your precedence and request their assistance in placing the call. Use phones at one of the following:

A5.4.1. MOC.

A5.4.2. Transient alert.

A5.4.3. Base operations.

A5.4.4. Senior maintenance representative at recovery site.

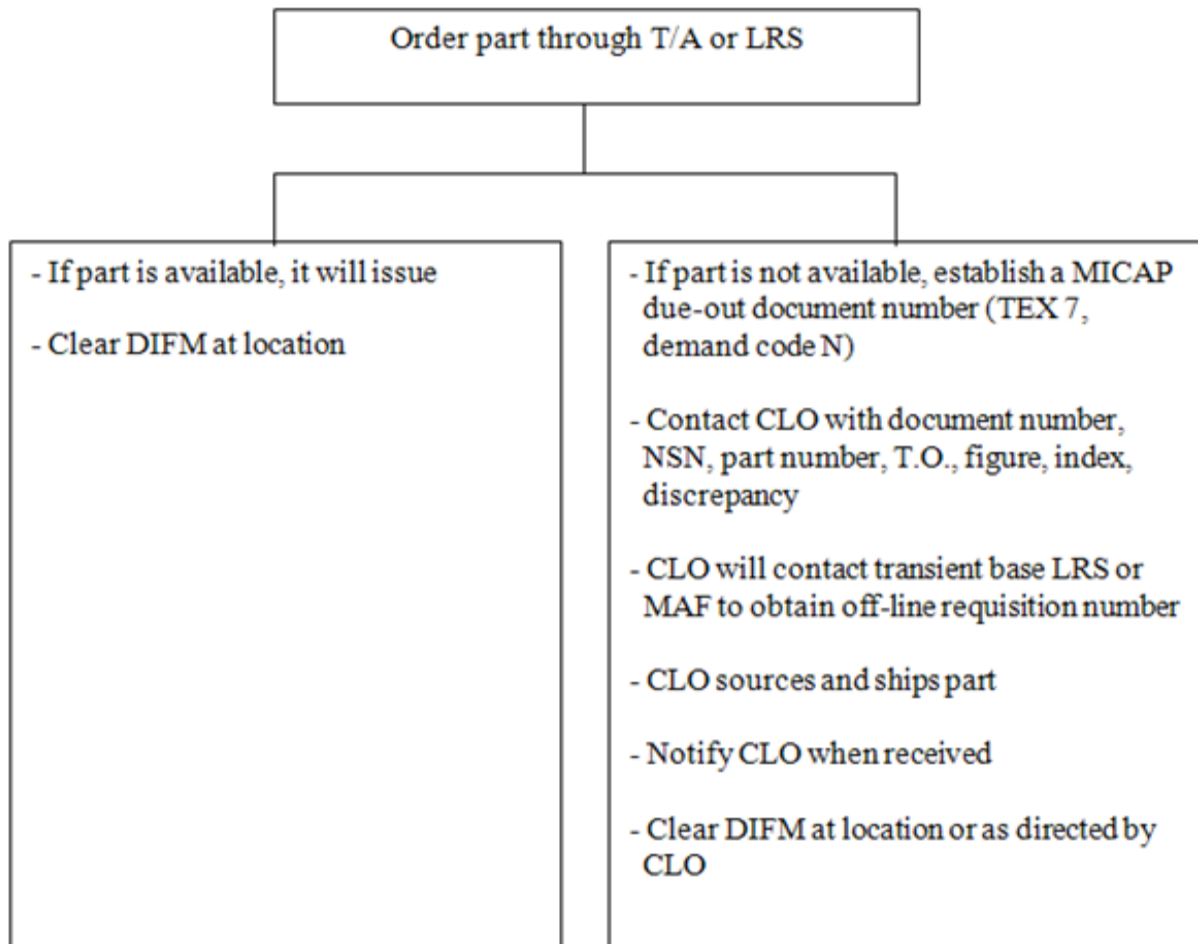
A5.4.5. Allied military organizations.

A5.4.6. Commercial telephones (call collect if necessary), (850) 884-8925 or 1-800-451-7705. Telephone services are often difficult to arrange at off-line recovery sites. Use the most convenient, expeditious method available. The AC is responsible to assist you in communications if necessary. Remember that HQ AFSOC constantly monitors recovery of aircraft. Up-to-date information is necessary, so report at the required intervals. If you have difficulty contacting the CLO directly, call your home station MOC to relay information.

A5.5. Responsibility to CLO. While assigned to the MRT you are responsible directly to the CLO and should contact them for resolution of any problems. You are the expert; do not take maintenance instructions from any agency without first coordinating with the CLO. If the recovery is at another base with AFSOC units, coordinate with the CLO and the local MOC; if at a base without AFSOC units or non-USAF location, coordinate with the CLO and either the on-station TA or the AC.

A5.6. Signing Off Discrepancies. If you should need a discrepancy cleared on a system for which no one on the team is qualified, call the CLO. CLO will contact the group commander at the aircraft's home station and coordinate approval for the flight engineer to clear the discrepancy.

Attachment 6

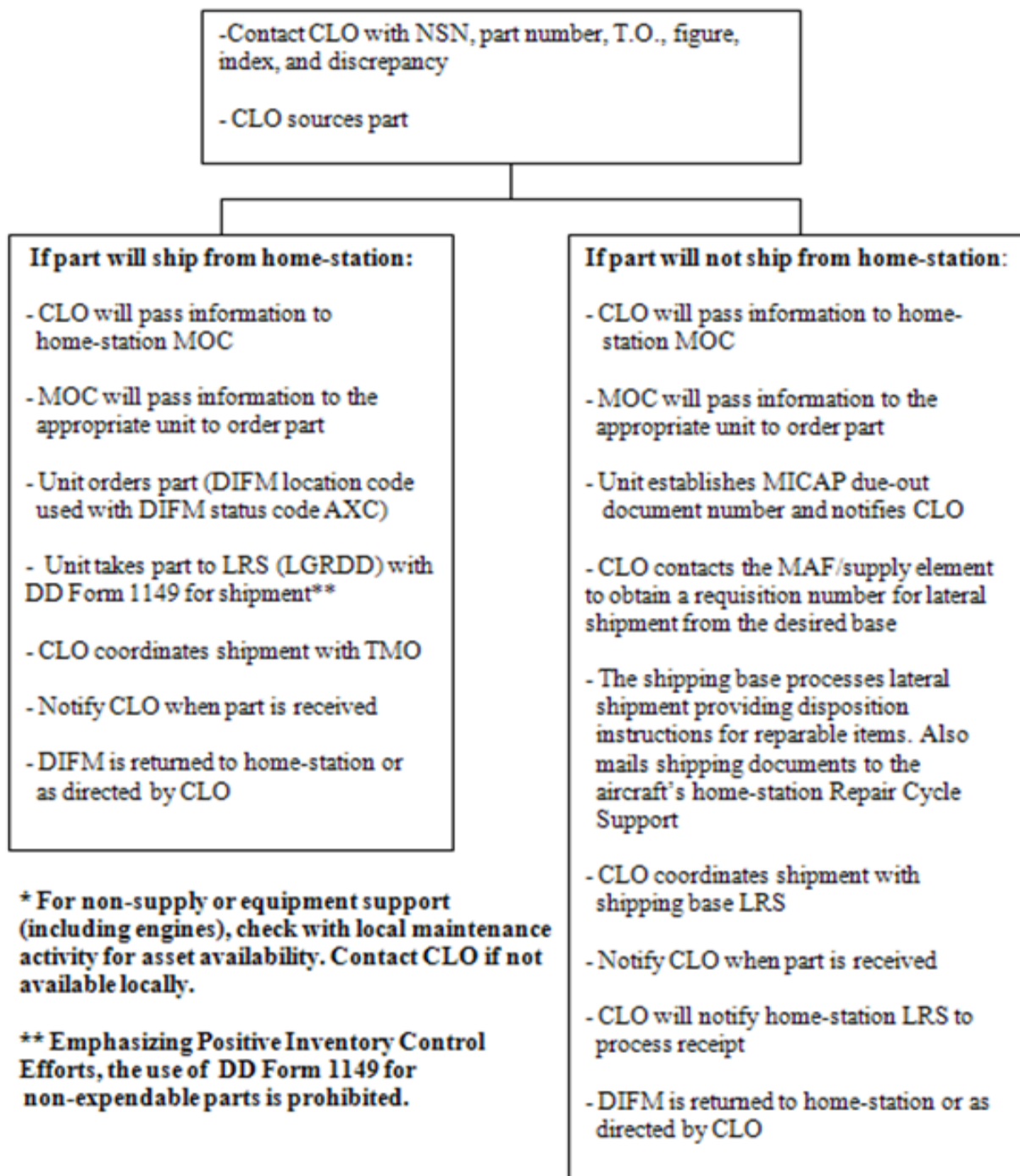
RECOVERY SUPPORT FLOW CHART***(Aircraft at location with transient alert or AF Material Management)**

*** For non-supply or equipment support (including engines), check with local maintenance activity for asset availability. Contact CLO if not available locally.**

Attachment 7

RECOVERY SUPPORT FLOW CHART*

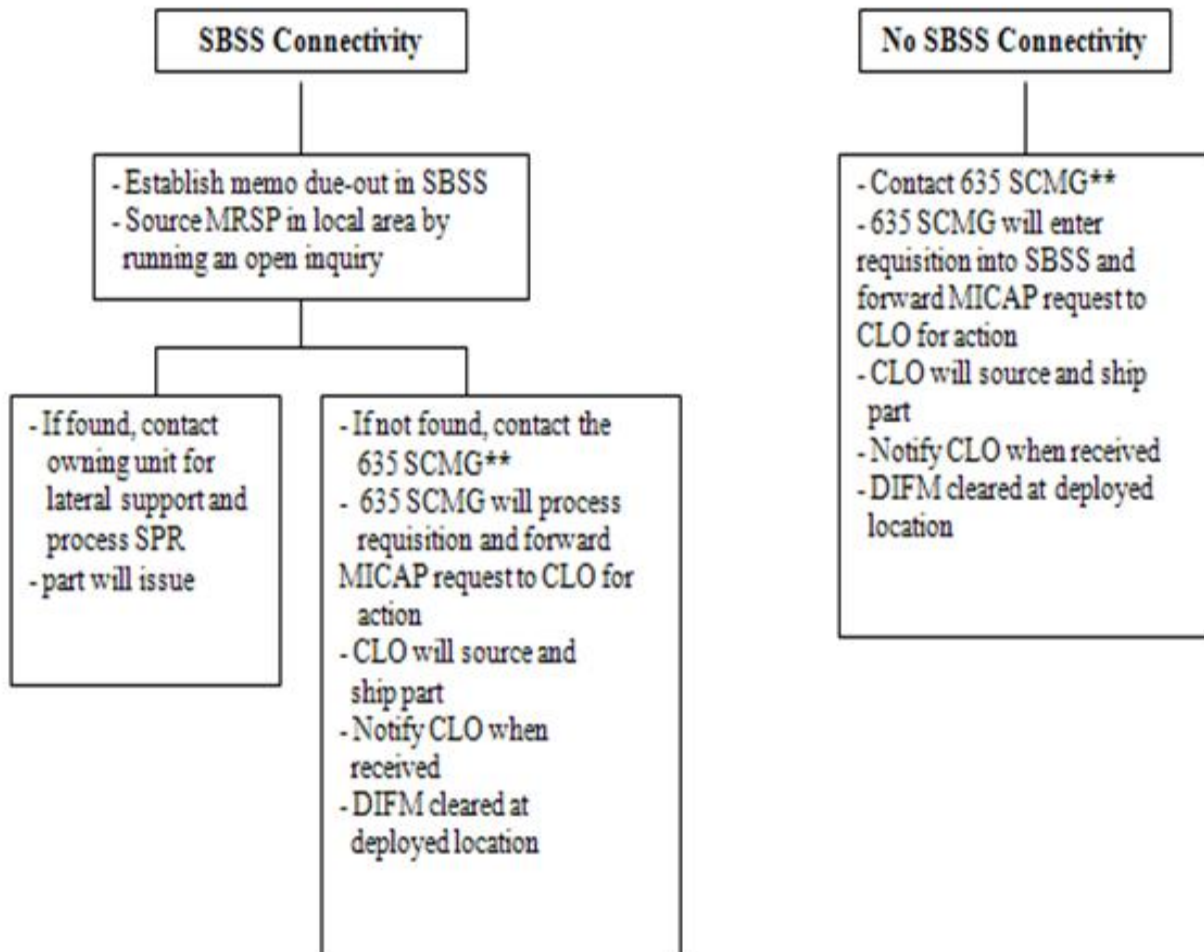
(Aircraft at location with no Transient Alert or LRS)



Attachment 8

RECOVERY SUPPORT FLOW CHART*

(Aircraft deployed with MRSP transferred to supporting LRS)



* For non-supply and equipment support (including engines), check with local maintenance activity for asset availability. Contact CLO if not available locally.

** Deployed Material Management personnel are encouraged to contact AFSOC CLO in addition to the 635 SCMG to ensure MICAP requests are worked as quickly as possible and to ensure CLO receives all necessary information.